



MONROE COUNTY PLANNING DEPARTMENT

HOME OCCUPATIONAL LICENSE APPLICATION

Application Fee: \$250.00

APPLICANT:

Name: _____

Street Address: _____

Mailing Address: _____

Phone Number: (Home) _____ (Work) _____ (Fax) _____

Business Name: _____

Type of Business: _____

Land Use District: _____

AGENT (If Applicable):

Agent Name/Title: _____

Mailing Address: _____

Phone Number: (Home) _____ (Work) _____ (Fax) _____

LEGAL DESCRIPTION OF PROPERTY:

Key: _____ Mile Marker: _____

Subdivision: _____ Lot: _____ Block: _____

Street Address: _____

If in metes and bounds, attach legal description on separate sheet

Real Estate (RE) Number: _____

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

If supporting data (i.e. survey, plot plan) are larger than 8 1/2 x 14 inches, the applicant **MUST** submit three (3) copies of each.

- 1) Copy of lease, deed or tax receipt.
- 2) Three (3) prints of a photograph of the front of the residence (no photocopies).
- 3) Site plan (a scaled drawing with dimensions). See advice on page 4.
- 4) Floor plan of house to scale showing the location and square footage of the area to be used for business and total square footage of the house. (The area used for business cannot exceed 20% of the total area of the house.)
- 5) Written description of business operation including product or service to be sold, type of equipment used, number of employees and methods of contacting and meeting customers.
- 6) TYPED NAME AND ADDRESS **MAILING LABELS** of property owners within a 300 feet radius of the subject property. This list should be compiled from the current tax rolls located in the Property Appraiser's Office. **Also**, please provide the listing of the names, subdivision name, lot and block # and the RE #'s for each address and note those that are adjoining the property. Adjoining lots are not disrupted by a canal or street. When a condominium is adjoining the property within the three-hundred (300) feet, each unit owner must be included.
- 7) Location map to help someone drive to the residence.
- 8) Home Occupation Special Use Affidavit (attached, see page 3).

Applicant's Signature _____ Date _____

Print Applicant's Name _____

Prepared by: _____

Name: _____ Address: _____

HOME OCCUPATION SPECIAL USE AFFIDAVIT

APPLICANT:

NAME: _____

RE #: _____

BUSINESS NAME: _____

TYPE OF BUSINESS: _____

I represent and agree to the following list of conditions and requirements in applying for, and operating, the requested Home Occupational license is and shall continue to be met.

- 1) The home occupation is and shall be operated so as to remain incidental and secondary to the residential use of the building.
- 2) The home occupation does not and shall be operated so as to not change the essential residential character of the use.
- 3) No more than one non-resident is or shall be employed at the location in relation to the home occupation.
- 4) The home occupation is and shall remain confined to no more than twenty (20) percent of the total floor area of the dwelling.
- 5) There will be no displaying or selling of any stock in trade on the premises.
- 6) There will be no visibility of the operation from any other residential structure.
- 7) There will be no storage of equipment or material used in the home occupation outside of the dwelling.
- 8) I will not utilize mechanical, electrical, or other equipment which produces noise, electrical or magnetic interference, vibration, heat, glare or other nuisance outside of the residential building or accessory structure.
- 9) The use will not increase the average daily automobile trips generated by the residence in which the home occupation is being conducted.
- 10) There will be no use of the street address of the home occupation on any business card or in any advertisement or promotional materials.
- 11) There shall be no sign on the premises indicating that there is a home occupation within the building.

I further understand that in obtaining an Occupational License from the County Tax Collector's Office, I am not absolved from complying with the provisions of the Monroe County Land Development Regulations. I further understand that there may be additional approvals and/or permits required in order to legally operate the aforementioned business at the proposed location. By my signature below, I do hereby agree to the conditions stated above. I understand that if I do not comply with any of the above conditions, my home occupation may not be in compliance with the provisions of the Monroe County Land Development Regulations, and that if so adjudged, that the Code Enforcement Department will be notified of the situation for their consideration.

Applicant's Signature _____ Date _____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____
by _____ who is personally known or who has produced
_____ as identification.

Notary Signature _____

ADVICE ON COMPLETING THE HOME OCCUPATIONAL LICENSE FORM

In completing the Home Occupational Application form, you may find the following information useful:

- 1) A survey of the property showing the location of all structures may be submitted instead of the dimensioned site plan. If you do not have a survey, use graph paper to draw your site plan. The plan does not need to be elaborate, but it does need to show the length and width of the property, the street on which the property is located, the location of the house on the property and the dimensions of the house and any water bodies adjacent to the property.

Use graph paper that is divided into one-inch grids. A good scale for subdivision lots is one inch equals twenty feet. At the 1"=20' scale, each small square will be 4' x 4'. The thicker lines will be 20' apart. If your property is larger than a subdivision lot, you will probably want to use a scale of 1"=40' or 1"=50'.

- 2) Instead of a dimensioned floor plan, the applicant may submit a house plan reduced to 8 ½ x 11 with the work area clearly marked and the square footage stated. If you do not have house plans, use graph paper to draw your own floor plan. Be sure that the size of each room is clearly marked, as well as the outside dimensions of the building. Indicate on the plan which scale was used.
- 3) The property on which the Home Occupational License will be located must be posted:
 - With a waterproof sign of not less than four (4) square feet (2 feet by 2 feet).
 - The sign must be easily visible from all public streets and public ways abutting the property.
 - The property shall remain posted for no less than thirty (30) consecutive calendar days beginning within five (5) working days of the date that the application is deemed to be in compliance by the Planning Director.
 - The sign must give the summary of proposal, applicant's name, location of subject property, and date of posting. See the example of notice on page 5.
- 4) The notarized affidavit of posting notice must be sent to the Planning Department with a photo of the posted notice. See affidavit on page 6.

Please Note:

Public Hearing on an application for a Home Occupation Special Use Permit: If requested by the applicant, an adjacent property owner or an adversely affected owner of real property located within 300 feet of the property which is the subject of the proposed home occupation during the required thirty (30) calendar days of the posting, a public hearing date shall be scheduled on the application for a home occupational special use permit. **All costs of the public hearing, and the difference in application costs of a Home Occupation Special Use Permit granted by the Planning Commission, shall be the responsibility of the applicant.** The public hearing shall be conducted by the Planning Commission in accordance with the provisions of Sec. 9.5-22 (Planning Commission).

EXAMPLE OF NOTICE

**NOTICE OF HOME OCCUPATIONAL LICENSE
REQUEST**

The Monroe County Planning Department

**Summary of
Proposal:**

Request for (refer to subject matter in attached letter)

Applicant: (name)

***Subject
Property***

Location: (address, mile marker & legal description)

Date of Posting this Notice: (month, day, year)

***For more information call: (305) 289-2500
Monroe County Planning Department,
2798 Overseas Highway, Suite 410
Marathon, Florida***

Copies of the proposed Home Occupational License are available at the Planning Department offices in Marathon and/or Plantation Key during normal business hours.

*** if legal description is lengthy, you may waterproof and attach description to sign.**

The applicant shall post the property of the proposed Home Occupational License with a waterproof sign of at least four (4) square feet (2 feet by 2 feet) in front surface area, which is lettered so as to be easily visible from all public streets and public ways abutting the property. The property shall remain posted for no less than thirty (30) consecutive calendar days beginning within five (5) working days of the date that the application is deemed to be in compliance by the Planning Director. Failure to follow these instructions will delay the review process!

AFFIDAVIT

(State of Florida)
(County of Monroe)

Before me, the undersigned authority, personally appeared _____, who, after being duly sworn deposes and says that the following statements are true and correct to the best of his/ her knowledge and belief.

1. That a waterproof sign containing a legal notice for _____ for the property was placed at properties described as Lot(s) _____, Block _____, _____ Subdivision, _____ Key; with the following Real Estate Number(s) _____ on the _____ day of _____, 20____. This **waterproof** sign contained an area of at least four (4) square feet. The sign containing the Legal Notice was placed on the properties in compliance with the 30-day posting requirements of the Monroe County Code. The sign is clearly visible from all public streets adjacent to the property. It provides a brief description of the proposed variance and it indicates where the public may examine the application.
2. A photograph of that waterproof sign containing the Legal Notice is attached hereto.

Witnesses (2):

Name of Affiant:

(Name)

(Name)

(Signature)

(Signature)

Date

Date

(Name)

Address

(Signature)

City, State, Zip

Date

STATE OF FLORIDA
COUNTY OF MONROE

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC

Sign _____
Print _____

State of Florida at Large (seal)
My Commission Expires: _____